

STATE OF RHODE ISLAND
invites applications for the position of:

ASSOCIATE DIRECTOR (E-911)

DEPARTMENT:	DEPARTMENT OF PUBLIC SAFETY
DIVISION:	E-911
OPENING DATE:	07/09/19
CLOSING DATE:	07/22/19 11:59 PM
SALARY:	\$52.03 - \$60.42 Hourly \$94,695.00 - \$109,956.00 Annually
PAY GRADE:	839A
JOB TYPE:	Non-Union (99)
NAME OF BARGAINING UNIT UNION:	Non-Union (99)
LOCATION:	North Scituate
SCHEDULED WORK DAYS: HOURS OF WORK	Monday-Friday; Nonstandard (Minimum of 35 Hours/Week)
WORK WEEK:	Non-Standard
JOB NUMBER:	298510000- 151
CLASS DEFINITION:	

GENERAL STATEMENT OF DUTIES: To serve as the Director of the Rhode Island E 911 Uniform Emergency Telephone System; to be responsible for the operations, planning, budget and management of the Rhode Island E 911 Uniform Emergency Telephone System. Â To be responsible for the administrative functions of the Department; to be responsible for the daily operations of the Public Safety Answering Point (PSAP) for the Department in all regards; and to do related work as required.

SUPERVISION RECEIVED: Works under the Director of the Department of Public Safety/Superintendent, Rhode Island State Police, and members of the Rhode Island State Police assigned to the Department of Public Safety.

SUPERVISION EXERCISED: Plans, organizes, directs and reviews the work of administrative and operational personnel in the Department.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the operations, planning, budget and management of the Rhode Island E 911 Uniform Emergency Telephone System. To be responsible for the administrative functions of the Department; to be responsible for the daily operations of the Public Safety Answering Point (PSAP) for the Department in all regards.

To participate in the annual budget revision and development process for the Department; to oversee and be responsible for all aspects of the implementation of the annual Departmental budget.

To oversee and be responsible for the implementation of the statutory functions of the Department; to be responsible for the development, revision and implementation of rules, regulations, policies and procedures accordingly and for general management purposes for the Department.

To be responsible for the overall direction and supervision of all Department personnel.

To review and oversee staffing levels, weekly staffing and payroll reports.

To develop and implement the training program for supervisors and call-takers working in the PSAP, including materials and evaluations; to revise the training program in accordance with technology enhancements and other requirements.

To participate in the administration of discipline in accordance with the CBA and Personnel Rules.

To advance the agency in accordance with standards of the National Emergency Number Association (NENA).

To develop and supervise the implementation of Department projects and initiatives.

To work in partnership with the E911 Uniform Emergency Telephone Advisory Commission.

To collaborate and maintain relationships with public safety organizations that are served by the Department.

To ensure conformance with national standards and support national internetworking of E911 services; to ensure the operating capabilities are in line with new technologies and practices.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:**KNOWLEDGE, SKILLS AND CAPACITIES:**

Knowledge of the administrative and operational functions and demands of a high call volume public safety answering point, emergency management and/or public safety; experience with and a thorough knowledge of the planning, development and implementation of a department budget; knowledge of fiscal and policy issues that affect performance within the PSAP environment; the ability to prepare reports for review by a superior and provided to the public; the ability to implement policies and procedures within an organization; the ability to effectively plan coordinate, organize and supervise the work of a staff of subordinates; the ability to meet and work effectively with officials of other state and local government agencies; the ability to perform effective public relations and community outreach on behalf of an organization; ability to work collaboratively with others, and strong interpersonal and communication skills; and related capacities and abilities.

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EDUCATION AND EXPERIENCE:

Education: such as may be gained through: graduation from a college of recognized standing with a bachelor's degree in Communications, Business Administration, Business Management, Public Administration or another related field;

Experience: considerable experience in a management position within a public safety answering point environment emergency management and/or public safety; training and experience in telecommunications utilities, infrastructure and technology preferred.

Or: any combination of education and experience that shall be substantially equivalent to the above education and experience.

SUPPLEMENTAL INFORMATION:

Selected candidate must successfully complete a comprehensive background investigation conducted by the Rhode Island State Police.

AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:

- Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.
- Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).

CRIMINAL CONVICTIONS: Note: All interviewees will be required to complete a Criminal Record Supplemental Questionnaire (CS-14B) at the time of the first interview or anytime thereafter. Conviction is not necessarily a bar to employment. Each case is considered on its individual merits. Per RIGLÂ§ 28-5-6(4), "CONVICTION means, for purposes of this chapter only, any verdict or finding of guilt after a criminal trial or any plea of guilty or nolo contendere to a criminal charge."

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.apply.ri.gov>

Position #298510000-151
ASSOCIATE DIRECTOR (E-911)
MG

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